

DEPARTMENT OF THE ARMY
Corps of Engineers, Missouri River Division
12565 West Center Road
Omaha, Nebraska 68144-3869

MRD-R 55-1-4

CEMRD-LM

Regulation
No. 55-1-4

1 December 1996

Transportation and Travel
Travel Management

1. Purpose. This regulation prescribes procedures and assignment of responsibilities for specific aspects of TDY travel in the Missouri River Division. General DOD, DA, and USACE TDY travel policy may be found in the publications cited in the references in paragraph 3. Missouri River Division subordinate districts will publish detailed instructions regarding travel policy unique to their organization and not addressed by this or other applicable regulations.

2. Applicability. This regulation applies to all elements and subordinate organizations of the Missouri River Division.

3. References.

a. Joint Travel Regulations, Vol. I & II.

b. AR 55-355, Defense Travel Management Regulation.

c. ER 55-1-2, Transportation and Travel, Travel Management.

4. Policy. The proper administration and enforcement of the provisions of this and higher authority travel regulations are a command, management, and supervisory responsibility. This regulation prescribes policies for the control of specific aspects of official travel of personnel assigned to Headquarters, Missouri River Division, and all subordinate elements.

5. Responsibilities.

a. Commander, Missouri River Division will:

(1) Ensure that the provisions of the regulation are effectively enforced.

(2) Implement the directives of higher authorities regarding the control of official travel.

(3) Provide command wide emphasis to the official travel control program.

b. Chief, Logistics Management Office, Missouri River Division will:

This regulation supersedes Policy Letter 8 dated 5 Apr 96.

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(1) Develop and distribute guidance regarding the program to subordinate commands.

(2) Conduct staff inspection visits as appropriate to ensure adequacy of implementation of this and other applicable directives.

c. Managers and supervisors are responsible and accountable for the management of TDY travel within their area of responsibility. Among the duties involved with these positions are the authorities to oversee the performance of travel, and review and authorize all payments claimed as the result of reimbursable travel.

d. Requesting Official. Individual travelers may be designated as Travel Requesting Officials for routine TDY travel. Travelers are responsible for ensuring that travel is required, and that all entitlements and special authorizations are fully justifiable and essential to the mission.

e. Funds Approving Official. This individual is responsible for providing the complete accounting classification for an approved travel request or amendment thereof. Approval by this individual will create, approve, and certify a purchase request against the funding work items cited on the travel order. This person may be the same as the travel Approving Official.

f. Approving Official. The Approving Official is responsible for all aspects of TDY travel within his/her area of authority. At Headquarters, Missouri River Division, the Division Commander, Deputy Commander/Director MRD Support Center, Directors, Chiefs of Separate Offices, and Division Chiefs are designated as Approving Officials. District Commanders will designate Approving Officials no lower level than Branch Chief, and at a commensurate level at field locations. Approving Officials will:

(1) Review and approve/disapprove all requests for TDY travel generated within their area of responsibility.

(2) Ensure that all requests for special authorizations are required and justified.

(3) Attest that all travel for which reimbursement is claimed was performed as authorized, and that expenses are reasonable and necessary and supported by documentary evidence when required.

g. Order Issuing Official Order Authenticating Official. The Division Commander and District Commanders are authorized TDY travel order issuing authorities. This authority may be delegated as required for operational necessity. Delegation normally includes the organization Transportation Officer.. The Order Issuing/Authenticating Official is responsible for ensuring the technical correctness of travel orders, and for all matters of coordination and distribution of orders.

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h Blanket travel orders. Blanket travel orders will be approved only for personnel performing missions considered to be absolutely essential to the mission of the Missouri River Division. Blanket travel authorizations are normally approved on an annual basis; however, shorter time frames may be applicable in certain situations. Commanders will consider imposing less than the maximum annual renewal during the command review process. In all cases, procedures will be implemented at the district level for semiannual review of the continued need for blanket travel orders, regardless of the number of authorized days indicated in block 10a of the travel orders.

(1) District Commanders are designated as Requesting Officials for blanket travel orders. This authority will not be delegated.

(2) Division Commander is the Approving official for blanket travel orders requested by elements of the Missouri River Division. This authority will not be delegated.

i. Repeated travel orders. A repeated travel order permits any necessary number of round trips between the permanent duty station and specified locations. Travel must not be solely between the place of lodging and the place of duty. Repeated travel orders may be issued up to a period not to exceed 60 days, and should be considered in lieu of blanket travel orders when circumstances permit. District Commanders are authorized to issue repeated travel orders, and may delegate this authority as required.

j. Permissible operating distance. District Commanders will establish a permissible operating distance defined by specific geographic boundaries for each duty location in their command, beyond which travel will not be performed without the issuance of TDY travel orders. The maximum permissible operating distance for Headquarters, Missouri River Division is 75 miles in any direction from the headquarters building at 12565 W. Center Road, Omaha, Nebraska.

k. Travel in conjunction with attendance at private professional organization meetings.

(1) District Commanders are delegated the authority to authorize temporary duty and travel for personnel of their district for attendance at private professional organization meetings. This authority may be delegated by the District Commander to Division and Separate Office Chiefs. No further delegation is authorized.

(2) At the Missouri River Division Headquarters, the Director. MRD Support Center; Director, Engineering and Technical Services; Director, Programs Management; and the Division Counsel are delegated the authority to authorize temporary duty and travel for personnel of their respective organizations for attendance at private professional organization meetings. This authority may be delegated by the above individuals to Directors, Division Chiefs, and Chiefs of Separate Offices. No further delegation is authorized.

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l. Rental car authorization for training and conference attendance. Normally, training courses and conferences are conducted in facilities where attendees are bow lodged and performance of duty (class/conference attendance) is accomplished or the sponsoring organization provides the required transportation. In these cases, rental cars are not authorized unless extenuating circumstances exist. In those cases where the training or conference site and the lodging site are geographically separated and no transportation is provided, rental cars are permissible.

m. Frequent flyer program. All frequent flyer credits received as a result of official travel become the property of the Government. It is the responsibility of individuals voluntarily participating in the program to maintain their own records which detail credits earned and used.

n. Official long distance telephone calls. FTS2000 is the only authorized carrier of official long distance telecommunications traffic.. The FTS2000 Government Calling Card enables individuals in a TDY status to use the FTS when dialing from commercial telephone facilities, and will be used for all telecommunications requirements incurring toll charges. Travel Approving Officials will approve reimbursement for commercial telecommunications charges on an exception basis and then, only with complete explanation of the circumstances resulting in these charges.



JOHN L. CRAIG
LTC, EN
Deputy Commander

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